



~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : PGB, prospective editors, et al.
25X1A9a

DATE: 6 October 1952

FROM : [REDACTED]

SUBJECT: Sample page of editorial problems from Special NIS ms.

PLEASE NOTE.- Items noted in sample do not cover broad substantive considerations or routine grammatical corrections.

Editor must consider whether manuscript agrees with outline and whether any departures from outline are justified. He should try to determine whether contributor has made use of most recent data and techniques, whether ms. is properly balanced, is directed to proper reader level, is adequately illustrated, and whether it measures up to acceptable standards in many other ways.

Any manuscript requires routine checking for grammatical and typographical errors in addition to the more specialized types of checking indicated here.

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[REDACTED]

Contrib date on ms _____ Coord date on cover _____

Lead ms OBI _____ Logged in Editorial _____ Date to Br Ch _____

Regional Review IN PROCESS NONE Editor _____

- 1) _____ Dossier/Maintenance file checked
- 2) _____ Basic review completed
- 3) _____ Regional Review coordination completed
- 4) _____ Date/classification/control/contributor statement checked
- 5) _____ Coordination with pertinent other Sections/NIS
- 6) _____ Worknotes sent and/or contributor asked to confer
- 7) _____ Contributor request for hold for field notes, etc.
- 8) _____ Submission returned to contributor
- 9) _____ Contributor conferences (note dates, contributor personnel)
- _____
- _____
- _____
- 10) _____ Last contributor/corrections/revisions/addenda received
- 11) _____ Substantive review completed
- 12) _____ Graphic order (orig with ms, hold carbon)
- 13) _____ Caption list (orig plus 1 with ms, hold carbon)
- 14) _____ Table of contents (orig plus 1 with ms, hold carbon)
- 15) _____ Machine numbering completed
- 16) _____ Dossier memo (orig plus 3 carbons)
- 17) _____ Maintenance memo (orig plus 3 carbons)
- 18) _____ Adequacy rating (circle one) I II III
- 19) _____ To Branch Chief
- 20) _____ To Hq D/E
- _____ To D/P

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Sanitized - Approved For Release : CIA-RDP62-01094R000100020012-3

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(p. 3-44, NIS 104-I)

Notations below are keyed to ink numbers inserted on sample page.

1. Is agency correct? (Should be Navy but omitting U.S.)
2. Is date correct? (Should normally be uniform throughout and should agree with date given by contributing agency on cover sheet as release date for manuscript.)
3. Is classification shown, and is it correct? (Should be uniform throughout section and should be as low as material presented will allow. Sample study was downgraded to Confidential by approval of contributing agency after insignificant changes. Lower classification permits much wider and freer use and helps protect validity of classification system.)
4. Is Security Information stamp present, and is it needed? (Security Information should appear on first page of section, but is not normally required on each sheet.)
5. Is NIS number present and correctly given? (Portions of this study gave "NIS 104-1" "NIS 104-A" "NIS-104-I" and "NIS 104-I". Correct designation here is NIS 104-I.)
6. Does page continue over correctly from preceding without duplication or omission? (In this example, does preceding page end with end of paragraph? Yes.)
7. August? Is month correct? (Verify against preceding text, following text, table, or graphic.)
8. BT's? Is this understandable to reader? Is it explained by preceding text or by associated tables or graphics? Is form of abbreviation correct? (In this example, there should be apostrophe before s, as BT's. Term is sufficiently standard to use in this form.)
9. Isothermal? (Is term clear? Do tables, vertical sections, etc., bear out implication that surface layer is isothermal not only in August but in preceding month or months? Does this check against text description for July? Should it be isohaline or isopycnal, instead?)
10. Thickened? (Do text, tables, and graphics bear this out or in any way contradict statement? Is thickening appreciable on graphics, or should indication be given reader that thickening is true even if scarcely perceptible on graphics?)
11. 40? (Verify from tables, preceding text, graphics. Was thickness for July stated to be less than 40?)
12. Meters? (Should this be feet? Both meters and feet are used in the Special NIS - also fathoms - because customary usage differs in different aspects of Oceanography. Text was found to say meters when depths were actually feet in a dozen or more places. This error could have serious consequences if not caught before some submariner acted on this information.)

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Example of Editorial Problems:

13. Moderate? (Does this check against table or graphics? Has any scale of values been established in this study or in the profession specifically defining moderate gradient? Is this use of moderate gradient commensurate with other examples in this and preceding Special NIS?)
14. Negative? (Do tables and/or graphics verify negative gradient?)
15. 40? (Upper limit of zone correct?)
16. 250? (Lower limit of zone correct? Should it be 150, 230, 255, etc.?)
17. Meter's? (Should this be feet, check back with item 12 and with similar statements based on BT's on preceding pages; also check BT diagrams, if presented. Is form of word correct?)
18. (After depth, should there be a figure reference to lead reader to pertinent graphic; check back to see how far preceding this line was appropriate figure reference given?)
19. November? (Is this correct month, it is given here following August? Probably O.K. if organization of preceding text is by four seasons using February, May, August, and November as representative examples.) (Is preceding text broken down on basis of new paragraph for each season or is this a departure from a pattern of organization previously established?)
20. (autumn)? November probably O.K. as representative month for autumn if area is in Northern Hemisphere, but in climatic data the seasons are commonly split so that mid-months of seasons would be Jan., Apr., July., Oct. Why does this presentation depart from general custom, and is reason for using August, November, etc., previously stated?)
21. Surface? (Discussions in text include both surface and subsurface conditions and these are easily confused by reference to wrong data, graphic, etc.; is surface correct here?)
22. Temperatures? (Is this topic discussing temperatures, or has there been confusion with salinity, density, buoyancy, etc.? Such switches do creep into these sections. Should it be plural or singular?)
23. Decreased? (Or increased? Is decrease normal at this season and in this region, or is this an unusual occurrence that should be highlighted?)
24. Slightly? (Is decrease correctly described as slight? What was previous temperature, as shown on graphic and/or table or mentioned in text?)
25. 80°? (Verify against graphic and/or table. Is 80° slightly lower than temp. for preceding season?)
26. F? (Is temperature scale correctly stated as Fahrenheit? Centigrade is also used in Oceanographic work and some European studies may use Kelvin, Reaumur, etc.)
27. Surface? (Or subsurface, and if so, at what depth?)
28. Isothermal? (See item 9, above.)

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29. Thickened? (Verify against tables/graphics/previous text.)
30. 90? (As for item 11.)
31. Meters? (As for item 17.) Feet
32. Thin? (Verify; are there any criteria for thin and thick layers?)
33. Strong? (Verify from graphics, etc.; compare values with gradient described as moderate, see item 13.)
34. Negative? (As in item 14.)
35. Immediately? (Verify from graphics, etc. Is this layer "immediately" beneath, and could any better description be given? Does it merge with overlying isothermal layer or is the boundary sharp?)
36. Beneath? (Presumably O.K. here; may sometimes be used when correct description would be above.)
37. This? (Does "this" refer to "it" at end of preceding sentence, which in turn, refers to surface isothermal layer; or does "this" refer to "strong negative gradient layer"? Pretty evidently refers to "strong negative gradient layer" but slight rewording might remove possible ambiguity here.)
38. Moderate? (See item 13.)
39. Negative? (See item 14.)
40. 60°? (See item 25.)
41. F? (See item 26.)
42. 300? (As for item 11, verify value is possible.)
43. meter's? (See item 12.) Feet
44. isothermal? (See item 9.)
45. nearly? (Should mean approximately 325 to 350 meters' depth; not much less and no more. Check.)
46. 350? (See item 11, etc.)
47. Meters'? (See item 12.) Feet
48. Downward? (Is this correct direction? Probably O.K.)
49. Is paragraphing reasonable?
50. Panama Bay? (Is name approved by BGN in this form? Should Bay be capitalized? Is place properly identified; is Gulf of Panama rather than Panama Bay intended?) probably No
51. (Figure 3-45)? (Is reference to correct figure? Does it show Panama Bay in late winter, and does it illustrate items stated in text?) No
(Is this best place for reference; should figure be marked for insertion in text here, at some other point in text, or at end of section?)

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Example of Editorial Problems:

52. Late? (Is this correctly identified as "late" winter? Does this agree with seasonal breakdown used elsewhere in this study? Is term sufficiently inclusive or do graphics, etc., show the condition to apply in middle and late winter?)
53. Winter? (Is season correct, or should it be spring, autumn, etc.?)
54. Surface? (See item 21.)
55. Water? (Discussions of temperatures of water are sometimes confused with temperatures of air over water; is water intended here?)
56. Warmer? (Check against appropriate text, tables, and graphics.)
57. Near? (Check; horizontal gradient as stated may be reversed.)
58. 68°? (Verify from graphics or tables, if possible.)
59. -? (Generally preferable to use "to" to avoid confusion with negative temperatures and other complications.)
60. 70°? (See item 58.)
61. F? (See item 26.)
62. Minimum? (Sometimes confused with maximum; is minimum borne out by check against graphics or tables, etc.?)
63. Surface? (See item 21.)
64. Temperatures? (See item 22.)
65. Near? (See item 57.)
66. Central? (Check against graphics, is this correct?) *eastern*
67. Section? (Is reference clear; does this mean in Figure 3-45? If reference should be to any other figure, make appropriate correction here.)
68. Strong? (Check as for "moderate" in item 13.)
69. Negative? (See item 14.)
70. Temperature? (See item 22.)
71. Upper? (Does this check with graphics, presumably in Figure 3-45?)
72. 40? (Is lower limit of strong negative gradient correct?)
73. Meters? (See item 17.) *Meters OK*
74. Decrease? (Or increase, or reversal of gradient?)
75. ~~Low~~? (Should this be "at", or "near", or is "below" correct?)
76. Average? (Or minimum, or maximum; check against graphics.)
- Change? (Should this be omitted?)
- 1.0° (Check against graphics, if possible.)
- F? (See item 26.)
- 50? (See items 15, 16, etc. Is gradient correct?)
- Meters? (See item 17.)

77.

78.

79.

80.

81.

~~CONFIDENTIAL~~Sample of Editorial Problems:

82. (3) (Is head correctly numbered; should it be a lettered head instead, or should it be flush left, etc.?)
83. Salinity? (Is this correct, or should heading be temperature, density, etc.; these are sometimes confused.)
84. Salinity? (As for item 83.)
85. This area? (Is this clear? Does it apply to the entire NIS Area, or does this mean a smaller area previously defined? This must be clear to reader without need of checking back.) (Perhaps name of area should be repeated here.)
86. Limited? (Does graphic presentation bear this out?)

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88. Here? (Does this refer to Panama Bay as it appears to?)
89. Salinity? (See item 83.)
90. Minimum? (See item 62.)
91. Late? (See item 52.)
92. Winter? (See item 53.)
93. Surface? (See item 21.)
94. 34.52? (Is this decimal point correctly placed and does value as a whole check against general known range of salinities? Verify against graphics or tables, if possible.)
95. o/oo? (Is this correctly per mille and not percent? Per mille is customary way of stating salinities.)
96. Slight? (Compare item 13.)
97. Positive? (Compare item 14.)
98. Salinity? (See item 83.)
99. Surface? (Does gradient extend all the way from the surface, or only from 10, 20, 40, etc., meters below the surface downward? Verify against graphics, if possible?)
100. 100? (See items 15, 16, etc. Verify against graphics.)
101. Meters? (See item 17, etc.) Feet
102. Salinity? (See item 83.)
103. Maximum? (See item 62.)
104. 35.03? (See item 94.)
- o/oo? (See item 95.) 105.
- Secret? (See item 3 and be sure classifications at top and bottom agree and are correct.) 106.
- U.S. Officials Only? (Is this study on the approved list that is so 107.

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Example of Editorial Problems:

restricted? Is this the present approved form of this statement?)

108. 3-44? (Is this page number correct and is page in proper sequence?)

109. Is page properly ended? If sentence carries over to following page, check carry-over, as in item 6.)
